



City of Knoxville Special Events Application

Office of Special Events: (865) 215-4248 • Fax: (865) 215-4298

Email: Efrank@knoxvilletn.gov

City County Building • P.O. Box 1631 Suite 578 • Knoxville, TN 37901

- Special Events Meetings are held on the fourth Thursday of every month at 9:00 a.m. at the Ballroom of the Knoxville Civic Coliseum (excluding Nov. & Dec.). Please attend the meetings as you will be placed in direct contact with representatives of various City services to assist with your event.
- There is a non-refundable reservation fee for Market Square and Krutch Park Extension venues; \$350 for non-profit organizations and \$600 for all others.
- Special Events Applications must be submitted to the Office of Special Events at least **45 days** prior to the event.
- All service requests must be received **two weeks** before event date. If event needs are not submitted by the two-week time line, the city will NOT be able to assist with your event.

Event: _____ Event Date: _____

Event Location: _____ Time of Event: _____

Contact: _____ Email: _____

Phone: _____ Cell: _____ Fax: _____

Address: _____

Presenting Organization: _____

Set-Up Information:

Date & Time of Set-Up: _____ Date & Time of Teardown: _____

City Services:

- ☐ Ambulance/EMS
- ☐ Fire Prevention Bureau (fireworks, tent inspections)
- ☐ Knoxville Police Department (parades, traffic issues, etc.)
- ☐ Public Service (power/lighting/trash barrels, etc)
- ☐ Traffic Engineering (barriers/meter bagging)

Additional Forms Needed

- ☐ Alcohol Permit
- ☐ Parade Permit
- ☐ Animal Permit
- ☐ Banner Request – Banner Request Form must be filled out and returned to Special Events 30 Days before event
- ☐ Road Race Permit – Road Race Form must be filled out and returned to Special Events 45 Days before event
- ☐ Street Closure Permit – Temporary Traffic Control Permit needs to be completed and returned to Engineering

Event Producer Responsibilities:

- ****Insurance**
- Security
- Tents
- Portable Toilets
- Sound System
- Site Map w/ Power Requirements
- Tables/Chairs

****INSURANCE is REQUIRED for any event on City of Knoxville property.**

Please list the **name, date and location of your event** on the Certificate of Insurance; listing the City of Knoxville as the additional insured and include the endorsement. Insurance amounts can be found on the Insurance Requirements for Special Events document.

Event Description: _____

***Special Events Information:**

Please provide us with the information listed below regarding your event. Once this is complete you can return it to the address listed above.

Will your event have music? _____

*(All sound must be turned off by 10:00 p.m., no amplified sound M-F before 4pm)

Will the music be provided by a DJ or band(s)? _____

Who is providing sound? _____

What time will they be setting up? _____

Will your event have vendors? _____

Will your vendors need access to power? _____

*(Please notify your vendors that they are responsible for their own extension cords)

What time will your vendors be setting up? _____

Will there be food vendors? _____

*(Electrical needs must be turned into Special Events 1 week prior to event)

Will you have tents at your event? _____

Who is providing the tents? _____

*(Nothing can be staked in Market Square, Krutch Park or Krutch Park Ext.)

When will the tents be erected? _____

removed? _____

How many Port-a-lets will be on site? _____

Where will you be placing the port-a-lets? _____

Will your event have a bounce house &/or other rentals for entertainment? _____

If so, what rentals will you have and where will it/they be placed? _____

*(Inflatables cannot be placed on the grass in Market Square, Krutch Park & Krutch Park Ext.)

Approximately what time will the rentals arrive? _____

Will you be selling alcohol at your event? _____

Have you applied for a beer/alcohol permit? _____

Have you hired Knoxville Police to be on site? _____

(KPD is required at events with alcohol & any road closures)

Who did you contact to hire KPD for the event? _____

How many officers will be on site? _____

Have you hired EMS to be on site? _____

Will you be closing any roads? _____

Will animals be involved in your event? _____

(Animal exhibition permit required)

Do you have any special requests for your event? _____

**My signature below indicates my knowledge of the rules contained in the City of Knoxville Special Event Guide, that I have authority to legally bind any organization I represent with regard to this Application, and that I/my organization agree(s) to comply with said rules.*

Applicant